نبدأ بأسئلة ال Writing ونضمن درجات ببلاش

1- Capitalization :- استخدام الحروف الكبيرة



وتستخدم (Capital letters) في الحالات التالية :-

١- لابد من كتابة ضمير المتكلم **(I)** كحرف كبير ، سواء موقعه في بداية الجملة أو وسطها أو نهايتها :

- I go to the club once a week .
– Ayman and I like football .

٢- أول حرف في الجملة الخبرية :

-My father is a doctor .
–Lions are meat –eating animals .

٣- أول حرف في السؤال :

–Why are you angry ? (سؤال بأداة استفهام)
–Do you speak English ? (سؤال ب "هل")

٤- أول حرف في جملة الأمر والنهي :

-Use El-Moasser to learn well and get high marks .
-Don't / Never eat too much carbohydrates.

٥- أول حرف في الجملة التي تأتي بعد نقطة (.) أو علامة استفهام (؟) أو علامة التعجب (!) :

-Abdulrahman is thin . He doesn't eat much .
-Why is she unhappy ? Has she heard bad news ?
-Watch out ! You are going to drop the dishes .

٦- أول حرف في كل سطر شعري (حتى لو لم يكن يبدأ جملة جديدة) :

A million stars up in the sky .
One shines brighter – I can't deny .
A love so precious , a love so true ,
A love that comes from me to you .

٧- أول حرف في أسماء الأشخاص ، سواء كان موقعه في بداية الجملة أو وسطها أو نهايتها:

-I saw Omar in the street .
– My daughter is called Rodayna .

٨- أول حرف في اللقب الذي يتبعه اسم شخص ، سواء كان موقع اللقب في بداية الجملة أو وسطها أو نهايتها :

-I read about King Farouk .
-We saw Dr Alaa in the conference . المؤتمر
-Do you think Mr Mahmoud is busy ?

- عندما يبدأ اللقب بحرف (Capital) دون وجود اسم شخص بعده فيكون المقصود به شخص متعارف عليه في هذا المكان :

- I visited Saudi Arabia and met the King . (= The King of Saudi Arabia).

٩- أول حرف في أسماء البحار والبحيرات والمحيطات والأنهار ، سواء كان موقعها في بداية الجملة أو وسطها أو نهايتها :

-The Atlantic Ocean is west of Africa .
-I want to know where Lake Victoria is .
-The Red Sea is famous for coral reefs .الشعاب المرجانية
-To Egypt , the water of the River Nile is a matter of existence مسألة وجود.
-I know that France is in Europe .

١٠- أول حرف في أسما الأعلام (أي أسماء أو ألقاب اللأشخاص والأماكن والمؤسسات) ، سواء كان موقعها في بداية الجملة أو وسطها أو نهايتها :

-I visited the Plants Island in Aswan .
-Cairo Tower was built in the 1960s .

١١- أول حرف في أسما الجنسيات ، سواء كان موقعها في بداية الجملة أو وسطها أو نهايتها :

-I am Egyptian . – Japanese people are energetic .

١٢- أول حرف في الأسماء أو الصفات الدالة على الديانات ، سواء كان موقعها في بداية الجملة أو وسطها أو نهايتها:

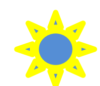
-You know that Muslims , Christians and Jews اليهود follow heavenly religions .ديانات سماوية

١٣- أول حرف في أسماء اللغات ، سواء كان موقعها في بداية الجملة أو وسطها أو نهايتها:

-John speaks English and Arabic fluently . بطلاقة

١٤- أول حرف من الكلمات الهامة في عناوين الكتب والمقالات والأفلام والروايلات وغيرها :

-Have you read 'King Lear' or 'Journey to the Center of the Earth'.
-I have read an article entitled 'How to Use Capital Letters'.


- لاحظ كما في الأمثلة السابقة أن حروف الجر وأدوات التعريف والتنكير وأدوات الربط والتخبير مثل (and / or .....) غالبًا ليست كلمات هامة ولا تبدأ بحرف (capital) في العناوين .

١٥- أول حرف في أيام الأسبوع واختصاراتها ، سواء كان موقعها في بداية الجملة أو وسطها أو نهايتها:

-I do not go to the club on Fridays .

١٦- أول حرف في أسماء شهور السنة واختصاراتها، سواء كان موقعها في بداية الجملة أو وسطها أو نهايتها:

- Mr Mohammed was born on September 26th , 1976 .
-Our great soldiers crossed the Suez Canal on 6th October .
(British)
-Our great soldiers crossed the Suez Canal on October 6th .
(American)

١٧- أول حرف في أسماء القارات والدول والعواصم والمدن ، سواء كان موقعها في بداية الجملة أو وسطها أو نهايتها:

- Britain , whose capital London is in Europe .
-I enjoyed my visit to Dubai .

١٨- أول حرف من الكلمات الدالة على الفترات والأحداث التاريخية الهامة :

-I studied the Ice Age .

١٩- أول حرف من أسماء الكتب المقدسة :

-He always carries a copy of the Holy Qur'an . القرآن الكريم
-The Bible الإنجيل is also called the Holy Book .

٢٠- أول حرف من أسماء الأعياد:

-Eid Alfitr , Eid Al-Adha , Sham El-Nessim and Christmas are important festivals .

٢١- أول حرف في أسماء الماركات الشهيرة (مثل السيارات والتليفزيونات والهواتف المحمولة) :

-I used to have a Nokia , but now I have an Oppo .

٢٢- جميع حروف اختصارات الدول والمؤسسات ، سواء كان موقعها في بداية الجملة أو وسطها أو نهايتها:

-I am a citizen of the ARE (=A.R.E.=Arab Republic of Egypt).
-The UN(=United Nations) الأمم المتحدة **is in the USA**
(=U.S.A . =United States of America).

٢٣- جميع حروف اختصارات بعض الكلمات والمصطلحات مثل :

-TV=television – OK= okay –CV = curriculum vitae
-CD =compact disc –IT = information technology

٢٤- جميع حروف اختصارات الأحرف الأولى **(Acronyms)** لبعض التعبيرات مثل :

-SOS = Save our souls. أنقذونا
LOL=Laugh out loud.

٢٥- لابد أن تبدأ الجملة الكاملة داخل علامات التنصيص بحرف **(Capital)** :

- " Do your homework , Ahmed , " said mum .



- لاحظ أنه إذا كان الكلام داخل علامات التنصيص ليس جملة كاملة فلا يبدأ بحرف **(Capital)**
– لاحظ المثال التالي :

-" How are you ?" I asked my grandfather . He replied , " Old , weak and unable to walk " .



- لاحظ أنه إذا كان الكلام داخل علامات التنصيص مقسوم على جزئين فإن الجزء الثاني لا يبدأ بحرف **(Capital)** - لاحظ المثال التالي :

-"Keep quiet , "said Malak . "because the baby is asleep " .

Exercises :- On Using the Capital Letters

Choose the correct answer from a , b , c or d :-

1- Which of the following always starts with a capital letter ?
a. Egypt **b. A question** **c. school** **d. a & b**

2- Which of the following is a pronoun ?
a. i **b. I** **c. i's** **d. is**

3- Which of the following always starts with a capital letter ?
a. Furniture names **b. The last letter in a question .**
c. The first letter of a statement . **d. The first letter of an invention .**

4- Which of the following has the perfect punctuation ?
a. Oh , my god ! Are you sure this car is Ayman's ?
b. Oh , my god ! are you sure this car is Ayman's !
c. oh , my god ! are you sure this car is Ayman's ?
d. Oh , my god ! Are you sure this car is Aymans' ?

5- Choose the sentence with the correct punctuation :
a. my favorite book is El-Moasser.
b. My favorite book is el-moasser.
c. My favorite book is El-moasser ?
d. My favorite book is El-Moasser.

6- Which of the following has the perfect punctuation ?
a. where do you live , Ahmed .
b. where do you live , Ahmed ?
c. Where do you live , Ahmed .
d. Where do you live , Ahmed ?

7- Sama ....
a. Open your mouth, **b. , Open your mouth .**
c. , open your mouth . **d. Open your mouth ?**

8- .... Sama .
a. Open your mouth , **b. Open your mouth .**
c. , open your mouth . **d. open your mouth ,**

9- Which of the following has the perfect punctuation ?
a. what ? you must be joking . **b. What ? you must be joking !**
c. What ? You must be joking ! **d. What ? You must be joking?**

10- **Which of the following is perfectly punctuated ?**
a. **Sama open the door .**
b. **Open the door Sama .**
c. **Open the door , Sama .**
d. **Sama , open the door .**

11- **In which of the following sentence , does the speaker ask someone to help Mr Ashraf ?**
a. **Can you help , Mr Ashraf !**
b. **Can you help Mr Ashraf ?**
c. **Can you help , Mr Ashraf ?**
d. **Can you help Mr , Ashraf ?**

12- **In which of the following sentence , does the speaker ask Mr Ashraf to help someone?**
a. **Can you help , Mr Ashraf !**
b. **Can you help Mr Ashraf ?**
c. **Can you help , Mr Ashraf ?**
d. **Can you help Mr , Ashraf ?**

13- **Which of the following is perfectly punctuated ?**
a. **I know that queen Elizabeth was crowned in 1952.**
b. **I know that , queen Elizabeth was crowned in 1952.**
c. **I know that Queen Elizabeth was crowned in 1952.**
d. **I know that , Queen Elizabeth was crowned in 1952.**

14- **Which of the following has the perfect punctuation ?**
a. **The great pyramid is one of the world's ancient wonders .**
b. **The Great Pyramid is one of the world's ancient wonders .**
c. **The Great Pyramid is one of the worlds' ancient wonders .**
d. **The great Pyramid is one of the world's ancient wonders .**

15- **Which of the following has the perfect punctuation ?**
a. **I know that Mr Walid is a teacher in Edfu secondary school for boys .**
b. **I know that Mr Walid is a teacher in Edfu Secondary School for Boys .**
c. **I know that mr Walid is a teacher in Edfu Secondary School for Boys .**
d. **I know that Mr Walid is a teacher in Edfu secondary School for boys .**

16- **Which of the following has the perfect punctuation ?**
a. **are you egyptian ?**
b. **Are you Egyptian !**
c. **Are you Egyptian ?**
d. **Are you , Egyptian ?**

17- **Choose the sentence with the correct punctuation :**
a. **I study languages at Cairo university .**
b. **I study Languages at Cairo University .**
c. **I study chinese at Cairo university .**
d. **I study Chinese at Cairo university .**

PUNCTUATION

1- Full stop (.)

*توضع في نهاية الجمل الخبرية والأمرية .

EX: - He did the job. - Study your lessons.

* بعد الاختصارات -(Prof. /Dr. /Dec. /Mon.)

2-Comma(,)

* عند ذكر عدة أشياء في قائمة.

EX: -He bought sugar, tea, coffee and bread.

* لما تلاقي الروابط دي في نص الجملة (but/yet/so) ووراهم جملة كامل

ارزع قبلهم(,)

-Mona tried a new diet ,but she still gained weight.

*في صيغة المباشر(قبل التنصيص أو بعدها):

-He said," How far do we still have to go?"

*عند مخاطبة شخص بشكل مباشر نضع قبله(,)

"John, Will you please lend me some money?"

*قبل عبارة الوصل (Who/Which) أو جملة تعطي معلومة إضافية في النص

نحط قبلها (,) وبعدها(,)

-The book , which belonged to my sister, contained a lot of information about space.

-She is your sister ,isn't she? *قبل السؤال المذيل

-Yes, she was absent. *بعد (Yes/No) لفصلهم عن باقي الجملة

* بعد الجمل التي تبدأ ب (V+ ing) أو P.P

-Walking slowly, I could see the beautiful flowers.

3-Question mark (?)

*في نهاية السؤال.

- Did you see the movie last night?

-What did you do?

4-Exclamation mark(!)

*مع الدهشة أو التعجب.

-Wow! - Great! - Oh my God! - Really!

-I love you ! *مع الحب.

-Help! *طلب المساعدة.

*مع الخوف أو الإعجاب.

-What a frightening film! -How beautiful she is!

*مع تعبيرات الأمر(اللي فيها سلطة).

-Stop! -Don't play with matches!

5- Apostrophe (')

*مع ('s) الملكية. -This is Ali's car .

*مع اختصارات الأفعال('ll/ 've')

'd = (had / would+ rather – inf)

-He'd rather leave now.

6-Quotation mark(" ")

*مع صيغة المباشر.

- " Where have you been? " , He asked.

7-Semi_colon(;)

*بين الجملتين اللي بينهم علاقة.

Your report was helpful ; it explained the reasons for the committee's decision.

8-Colon(:)

*عند تفصيل أو شرح الجملة الأولى.

-All three of their children are involved in the arts: Ali is an actor, Nora is a pianist and Hala is a theatre director.

Exercises :-

1-which of the following sentences has the correct punctuation?

a-This is what I ate for breakfast ; an egg and cheese.
b- This is what I ate for breakfast : egg and cheese.
c- This is what I ate for breakfast an egg and cheese.
d- This is what I ate for breakfast , egg and cheese.

2-Which of the following sentences has the correct punctuation?

a- If you don't understand , ask your teacher for help.
b-Ask your teacher for help .If you don't understand.
c- Ask your teacher for help ; If you don't understand.
d- If you don't understand ; please ask your teacher for help.

3-Which of the following sentences has the correct punctuation?

a-As I was walking by the Nile ; the moon rose.
b-As I was walking by the Nile.The moon rose.
c-As I was walking by the Nile , the moon rose.
d-As I was walking by the Nile : then , the moon rose.

4-Which of the following is used between which are grammatically independent?

a-Apostrophe . b- Colon .
c- Comma . d- Hyphen.

5- Which of the following has the correct ending punctuation mark?

a-What a wonderful journey.

b-What a wonderful journey!

c-What a wonderful journey?

d- What a wonderful journey"

6-Which paragraph is punctuated correctly?

a-People smoke for a variety of reasons : because they are shy nervous or , don't feel at ease in society , to appear sophisticated and older , to be part of a group . The truth is that smoking doesn't solve these problems ; it only masks , and adds to them .

b-People smoke for a variety of reasons : because they are shy , nervous or don't feel at ease in society , to appear sophisticated and older , or to be part of a group . The truth is that smoking doesn't solve these problems ; it only masks and adds to them .

c-People smoke for a variety of reasons , because they are shy , nervous or, don't feel at ease in society , to appear sophisticated and older , to be part of a group ! The truth is that smoking doesn't solve these problems : it only masks and adds to them .

d-People smoke for a variety of reasons : Because they are shy , nervous, or don't feel at ease in society! to appear sophisticated and older , or to be part of a group .

The truth is that smoking doesn't solve these problems ; it only masks and adds to them .

7-Malak said that the Earth was flat ……. But I said it was round.

a-Full-stop.
C-Comma.
b-Colon.
d-inverted commas.

8-Which of the following sentences has the correct punctuation?

a-He knocked several times; no one came to the door.

b-He knocked several times no one came to the door.

C-He knocked several times: no one came to the door.

d- He knocked several times, no one came to the door.

9- Which of the following sentences has the correct punctuation?

a-My daughter loves mobile games, my son likes football!

b- My daughter loves mobile games; my son likes football.

c- My daughter loves mobile games my son likes football.

d-My daughter loves mobile games; my son likes football?

10- Which paragraph is punctuated correctly?

a-When you cut your skin , you bleed . Everyone knows that . If a person loses a great deal of blood , he will become ill and may die .

b-When you cut your skin , you bleed . Everyone knows that . If a person loses a great deal of blood . He will become ill and may die .

c-When you cut your skin you bleed . Everyone knows that . If a person loses a great deal of blood , he will become ill and may die .

d-When you cut your skin , you bleed . Everyone knows that ; If a person loses a great deal of blood , he will become ill and may die .

11-Everybody at the school , including the teachers and ……… is happy when summer holiday starts.

a- students

b- students;

c-students,

d-students:



الجملة اللي تقدر تحذفها من جملتك ومتأثرش عليها اسمها جملة اعتراضية

وبنحط قبلها(,) وبعدها(,)

12-Which of the following has the correct ending punctuation mark?

a-Haytham will attend the meeting , won't he?

b-Haytham will attend the meeting , won't he!

c-Haytham will attend the meeting , won't he"

d-Haytham will attend the meeting , won't he.

13-What's the punctuation mark indicating a question called?

a-A question tag.
b-A question word.
c-A question mark.
d-A question sign.

14-Choose the sentence with the correct punctuation.

a- I ate fish , Hala ate rice and salad.
b- I ate fish ; Hala ate rice and salad.
c- I ate fish : Hala ate rice and salad.
d- I ate fish / Hala ate rice and salad.

15-Which of the following has the correct punctuation?

a-Can you call , me please?
b-Can you call me , please?
c-Can you call me please,?
d-Can you call me ; please?

16-He was a man without a plan ……. A rebel without a cause.

a- (.)
b- (!)
c- (;)
d- (,)

17-Which sentence would mean that Omar is being invited to eat?

a-Let's eat Omar!
b-Let's eat: Omar!
c- "Let's eat ,Omar"?
d-Let's eat , Omar !

18- When should you use an apostrophe?

a-for a contraction (where letters are missing)
b-When an independent clause is attached to a dependent clause.
c-To indicate possession (when a noun owns something).
d- a&c .

19-Choose the statement with the correct punctuation.
a-My uncle , who lives in Cairo is a film director.
b-My uncle , who lives in Cairo: is a film director.
c-My uncle who lives in Cairo , is a film director.
d-My uncle , who lives in Cairo , is a film director.

20-Choose the statement with the correct punctuation.
a-I met a clever Egyptian sportsman.
b-I met a clever , Egyptian sportsman.
c-I met a clever Egyptian , sportsman.
d-I met a clever , Egyptian , sportsman.

21-This is completely unbelievable ....
a-(.) b-(:)
c-(;) d-(!)

22-To .... , she agreed to marry a man of her father's age.
a-everybody's surprise
b-everybodys surprise
c-everybodys' surprise
d-everybodies' surprise

23-Mr Ashraf is a self .... Made man.
a-(.) b-(;) c-(-) d-(:)



hyphen (-) الكلمات المركبة بتاخد

24-Which of the following sentences has the correct punctuation?

a- Samy and Adel who have always been friends **,** no longer talk to each other.

b- Samy and Adel who have always been friends no longer talk to each other.

c- Samy and Adel **,** who have always been friends **,** no longer talk to each other.

d- Samy and Adel **,** who have always been friends **,** no longer **,** talk to each other.

25-A / An ………. Can be used at the end of a sentence that is not a question or an exclamation.

a-question mark **b- exclamation mark**

c-comma **d- full stop**

26- Choose the sentence with the correct punctuation.

a- My sister who **,** plays chess always comes first.

b- My sister **,** who plays **,** chess always comes first.

c- My sister who plays chess **,** always comes first.

d- My sister **,** who plays chess **,** always comes first.

27-Which of the following has the correct punctuation?

a-This is what I bought from the market ; a kilo of cheese and some cucumbers.
b-This is what I bought from the market : a kilo of cheese and some cucumbers.
c-This is what I bought from the market , a kilo of cheese and some cucumbers.

28-Which of the following sentences has the correct punctuation?
a-Rokaya and Shahd who have always been friends, no longer meet each other.
b- Rokaya and Shahd, who have always been friends no longer meet each other.
c- Rokaya and Shahd ,who have always been friends ,no longer meet each other.
d- Rokaya and Shahd ,who have always been friends, no longer, meet each other.

29-A……… is used instead of a comma to separate parts of a sentence that already contain commas.
a-colon b-semicolon
c- question mark d-period



الجملة اللي فاتت دي فكرة كويسة ما تنساهاش

30-Which example would not have exclamation mark at the end?
a-Let me out of this box.
b-I'm going to get some juice , want some
c-Punctuation is my best friend . (سخرية)

d-There is no such thing as English.

31- She asked what time the department meeting would start ....

a-(.) b-(,)

c-(;) d-(?)

32-Which of the following has correct punctuation?

a- He called them three times : no one answered.

b- He called them three times no one answered.

c- He called them three times , no one answered.

d- He called them three times ; no one answered.

33-The .... is found in South America.

a-amazon river . b- Amazon river.

c-amazon River . d-Amazon River.

34-Which of the following can be used to express strong feelings in written English?

a-a quotation mark. b-an exclamation mark.

c-a question mark. d-a period.

35-If I writer uses a word or phrase in a special way.He can put it in ....

a-squares. b-round brackets.

c-quotation mark. d-square brackets.



لما تكون عايز تستخدم جملة بطريقة خاصة أو بمعنى خاص أو بصورة خاصة تضعها بين (**quotation marks**)

36-Apostrophes can show where the letters are missing in ……… words.

a-contracted. b-misspelt.
c-long. d-little.

37-Who do you think will win the contest……

a-(!) b-(?)
c-(.) d-(,)

38-Tuesday …….. May2,2016 …….was when I graduated .

a- (, /,) b-(, /.)
c-(" / ") d-(: /,)

39-Which of the following is correctly punctuated?

a-If you visit Cairo ; come and see me.
b-If you visit Cairo , come and see me.
c-If you visit Cairo . Come and see me.
d-If you visit Cairo : come and see me.

40-The ……..can be used in compound words.

a- apostrophe. b-comma.
c-hyphen. d-dash.

خلي بالك

لما يقولك ايه اللي بنستخدمه مع ال compound تختار hyphen

41-Choose the correct punctuation mark.

-My daughter is a teacher ……..my son is a doctor.

a-(;) b-(.) c-(but) d-(!)

42-Which of the following is correctly punctuated?

a-Yasser has all the ingredients !meat , milk and potatoes.

a-Yasser has all the ingredients ;meat , milk and potatoes.

a-Yasser has all the ingredients"meat , milk and potatoes.

a-Yasser has all the ingredients :meat , milk and potatoes.

43-What is the punctuation mark used in the following sentence called?

-"My eight –year – old boy loves reading"

a-En dash. b- Hyphen.

c-Em dash. d-Slash.

44-The correct punctuation sentence is …………

a-when two sides disagree, there is conflict !

b-When two sides disagree, there is conflict ?

c-when two sides disagree, there is conflict .

d-When two sides disagree, there is conflict .

Paragraph

ركز في الكام تفصيلة دول:

-A paragraph starts on an indented line.

-يبدأ البراجراف بسطر ذو فراغ في البداية .

-The lines that a paragraph should include in are at least three to five , not more.

-عدد السطور فيه من ٣ إلى ٥ ليس أكثر.

-Characteristics of a good paragraph:-

-خصائص البراجراف الجيد:-

1- Unity.	2-Coherence.	3-Emphasis.
أحادية الفكرة	ترابط	تأكيد الأولويات

Parts of a paragraph -أجزاء البراجراف:-

1-Topic sentence:- first sentence: states the main idea of the paragraph.

2-Supporting sentence(Body):- explain more about the topic sentence.

3-Concluding sentence(Closing):-the end of the paragraph:restates the topic sentence or summarize the main points.

-Types of a paragraph -أنواع البراجراف:-

1-Descriptive	الوصفي
2-Narrative(story)	القصصي /الروائي
3-Expository(how to)	التفسيري
4-Persuasive	الإقناعي

Essay

Thesis:-

States the main idea of the essay.

Hook:-

An opening statement attempts to grab the reader's attention.

1-Introduction المقدمة

(thesis / hook)

2- Body(supporting paragraphs)

3-Conclusion(closing)

Characteristics of an essay:-

1-Coherence الترابط

2-Correctness دقة اللغة

3-Development تطوير الفكرة

4-Focus التركيز

5-Unity الوحدة

خللي بالك

Essay consists of paragraphs

Exercises :-

1-What is the first sentence of a paragraph called?
a-The body sentence.
b-The topic sentence.
c-The closing sentence.
d-The supporting sentence.

2-A /An..........essay is some sort of a story.
a-descriptive.
b-narrative.
c-expository.
d-persuasive.

3-Which essay tells a story?
a- Descriptive.
b-Persuasive.
c-Expository.
d-Narrative.

4-A / An .... is the last paragraph of an essay.
a-introduction .
b-thesis.
c-body paragraph.
d-closing.

5-An essay that presents information or facts is called ....
a-expository.
b-reflective.
c-descriptive.
d-narrative.

6-The introduction of an essay ....

a-includes last minute ideas and thoughts.
b-has the restatement of the thesis and thoughts for future.
c-is a recap of the whole essay.
d-has the hook and thesis.

7-What term is used to describe "how-to" essay?
a-Persuasive.
b-Descriptive.
c-Expository.
d-Narrative.

8-Your conclusion should contain.......
a- a brief summary of your main ideas.
b-a restating of your thesis.
c-a thoughts – provoking question or a call to action.
d- a , b & c.

9- A/An ....is the ending of a paragraph or essay, which brings it to a close and leaves an impression with the reader.
a-thesis. b-conclusion.
c-body paragraph. d-introduction.

10-How should the topic sentence of a paragraph be?

a-As broad and general as possible.
b-Always about science.
c-Broad enough to explicate the topic.
d-Something the writer is interested in.

11-Choose the best topic sentence?

.... He always take the time to listen to the details of my complaints . When I was in the Hospital , he came to visit me . He always make sure I get the medication I need . Several of my friends now go to see him and they like him.

a-I love my father.
b-Seeing a doctor has become very expensive.
c-I am very happy with my doctor.
d-It's hard to find a good doctor.

12- To sum up , the use of a modern technology in the education field will be very useful .However , there's a long way to go before achieving this . So, every citizen must be patient and cooperative.

This paragraph can be used as a / an .... To an essay.
a-introduction. b- conclusion.
c- body. d- idea.

13-Which of the following is not true of your topic sentence?
a-It should be clear and concise.
b-It should state the main idea of your paragraph.
c-It should connect to your thesis.
d-It should contain a fact or paragraphs evidence.

14-An essay contain a group of ………
a-sentences.
b-topic sentences.
c-paragraphs.
d-verbs.

15-………..is defined as the main idea of an essay.
a-Citation.
b-Topic sentence.
c-Introduction.
d-Thesis.

16-If you are reading a text that outlines how to use your new kitchen blender and it includes pictures and steps for assembly , it is what kind of text?
a-advertisement.
c-argument.
b-informational / explanatory.
d-expository.

17-The first paragraph of an essay is called………..
a-introduction.
b-topic sentence.
c-body paragraph.
d-expository.

18-"It's an evil that leads to ruin , destruction , hatred . The whole nation , the police and the masses should cooperate to put an end to it "This could be a part of article about ………..
a-cooperation.
b-employment.
c-pollution.
d-terrorism.

19-"If teachers , doctors , scientists , etc… work together , they will learn about unselfishness and self –denial"

This could be a part of an article about ………
a-good manners.
b-thinking of others.
c-cooperation.
d- employment.

20-Which type of paragraphs would this topic sentence best go with "The Himalaya Mountains are the tallest mountains in the world"
a-Descriptive. b-Expository.
c-Narrative. d-Persuasive.

21-The most important thing in writing an essay is to ………
a-count the words written in it.
b-get the required number of paragraphs.
c-write a well-developed essay and make it interesting.
d-write very long sentence and paragraphs.

22-In a / an ……… paragraph , the author is writing about a person , place or thing is like.
a-descriptive. b-persuasive. c-expository. d-narrative.

23-The goal of a / an …….. paragraph is to convince another person to change , or at least think about changing their opinion about something.
a-expository. b-narrative. c-persuasive. d-descriptive.

24- "Moreover , when tourists come to Egypt , they can visit places of interest." What kind of sentence is this?
a-Introductory. b-Topic.
c-Supporting. d-Closing.

25- "For many centuries , the citadel was the seat of the king and his government in Egypt."
The previous sentence can be a part of a / an …….. essay.
a-narrative. b-descriptive.
c-persuasive. d-discussion.

26-When you conclude writing your essay , you should ……..
a-summarize its content. b-make the end open.
c-develop the main idea. d-put a full stop.

27-Which of the following is punctuated correctly?

a-Ayman said , Where did you spend your holiday , Ali?
b-Ayman said , "Where did you spend your holiday ,ali?
c-Ayman said , Where did you spend your holiday , Ali.
d-Ayman said , "Where did you you spend your holiday , Ali?"

28-When you write an essay or paragraph , you start with a / an …….. sentence.

a-closing. b-introduction.
c-conclusion. d-ending.

29-"There are more than 100 million homeless people in the world today . It still exists in both poor and rich countries."

This could be a part of article about the problem of ………

a-population. b-pollution.
c-unemployment. d-terrorism.

Email

"From"

The e-mail address of the person who sent the message.

"To"

The e-mail address of the person who you are sending.

"Subject"

The recipients what the e-mail is about.

1-Openers / Greeting المقدمة

2-Subject الموضوع

3-Closing الخاتمة

Formal e-mail الرسمي Formal writing	In formal e-mail الغير رسمي In formal writing
-Dear +title +name -Dear Sir -Dear Sir or Madam -Dear Madam	-Hi +name -Hello +name -Hey +name
-Don't use contractions : (can't – don't – they're) -Don't use abbreviated words. -Don't use imperatives صيغة الأمر	-You can use:- contractions , abbreviated words and imperatives.
-Regards /yours sincerely/ Thank you /Yours faithfully / Best wishes	Bye / See you later / Talk to you later!

Important note

To sign into your account : you will need your username and password.

Exercises :-

1-If you close your e-mail with "yours sincerely" you could have opened with ………..
a-Dear Mr. b-Dear Mum.
c-Dear Rania. d-Hi Guys.

2-In an e-mail , the …….. line is where you type what the e-mail is about .
a-to. b-from.
c-subject. d-attachment.

3-What goes into the "from " field in an e-mail?
a-your name.
b-your e-mail address.
c-the name of the person that you are sending to.
d-the e-mail address of the person that you are writing to.

4-You should always ……
a-write impolite things to the person you are emailing.
b-attach only necessary files to your e-mail message.
c-ask for or give out personal information.
d-all of the above.

5-In a formal e-mail , you write "…….."
a-yes, I've got your message. c-See you.
b-no abbreviations. d-all the above.

6-Which of the following can be attached to an e-mail?
a-Photos. b-Text files. c-Videos. d-All of these.

7-E-mail subject lines should……….
a-not be clear. b-Not be specific.
c-summarize your intention. d-not interest the reader.

8-Which of the following makes you write a business letter?
a-To make sure a friend attends a wedding.
b-To tell a joke.
c-To express concern for a product.
d-To ask about cousin's health.

9-When you person well and have an informal business relationship , use …… to close a business letter.
a- your sincerely, b-yours faithfully,
c-Best wishes, d-Bye.

10-You start the body of an e-mail or a letter ……..
a-with a greeting. c-with a subject.
b-with the closing. d-by summarize what you have said.

11-To make e-mail content concise and relevant , you should …….
a-break long text into paragraphs.
b-omit unnecessary words.
c-keep sentences short.
d- a, b ,c.

12-You write the message you want to send in the ……... of an e-mail.
a- subject line. b-to line. c-body. d-from line.

13-……. Can be a close of a formal e-mail.
a-Dear all. b-Best regards. c-Love from us. d-See you.

14-What goes into the "subject" field in an e-mail?
a-What the e-mail is about.
b-Your e-mail address.
c-The name of the person that you are sending the e-mail to.
d-The e-mail address of the person that you are writing to.

15-What information should be included in the final paragraph of an e-mail?
a-A personal or call to action.
b-The subject of an e-mail.
c-More information on the topic.
d-The subject of an e-mail.

16-Which one of the following is a disadvantage for using e-mails?
a-It is limited number of recipients .
b-There is a lack of possible detail.
c-It's difficult for the receiver to determine the tone of the e-mail.
d-Short.

17-When you don't know the person's name in a formal e-mail , you could begin your e-mail with **……....**
a-Yo!
b-Dear friend
c-Dear sir / madam
d-Dear kid

18-What goes into "From" field in an e-mail ?
a-Your name
b-Your e-mail address
c-The name of the person that you are writing to.
d-The e-mail address of the person that you are sending the e-mail to.

19-What would be the best way to start a formal e-mail to someone that you don't know?
a-Hi
b-Hey , there
c-Hello
d-Dear

20-Which statement is correct in the e-mail writing process?
a-Use capital letters
b-Check before sending.
d-E-mail if you are burnt out .
d-a , b & c.

21-In a formal e-mail , you will conclude it with **"……..."**
a-Bye
b-Yours sincerely
c-See you later
d-See you soon

22-A message from one company to another company is kind of........

a-a formal e-mail b-an informal e-mail
c-an expository essay d-persuasive essay

23-Which of these is not a medium for an e-mail?

a-Internet. b-Intranet
c-Extranet d-Paper

24-Amessage to a colleague who is also a good friend is a kind of........

a-a formal e-mail c-a big biography essay
b-an informal e-mail d-a narrative essay

25-A complaint to a shop is a kind of ....

a-a formal e-mail b-an informal e-mail
c-a biography essay d-a narrative essay.